



COVID-19 Control Policy

Innovative-IDM is taking proactive steps to protect the workplace and limit exposure to the coronavirus (COVID-19) pandemic. It is the goal of Innovative-IDM during this time to strive to operate effectively and ensure that all essential services are continuously provided, and that employees and customers are safe.

Preventing the Spread of Infection in the Workplace

Innovative-IDM will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings.

We ask all employees and visitors to cooperate in taking steps to reduce the transmission of COVID-19. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough. We have also installed alcohol-based hand sanitizers throughout the workplace.

Travel

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. There will be no business travel between branches until Shelter-in-Place expires. All employees who travel through impacted areas must follow the local, state and federal guidelines and self-quarantine for 14 days upon their return.

Telecommuting

Temporary telecommuting for eligible positions starting March 18th until Shelter-in-Place expires. Field Service and Outside Sales employees will dispatch from their home during that time.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: cough, shortness of breath or fever. Employees are required to follow the CDC guidelines before returning to work.

Social Distancing Guidelines

Innovative-IDM has implemented these social distancing guidelines recommended by the CDC to minimize the spread of the disease among the staff.

Any employee who fall into one of the three categories mentioned below, will be asked to self-quarantine at home for 14 days.

1. Test positive for COVID-19.
2. Came in close contact with someone who has a suspected or confirmed case of COVID-19.
3. Travelled from any country listed on the CDC's Level 3 Travel Health Notice within the past 14 days.

We are in a fluid situation with COVID-19 and the ripple effect it is causing in business and everyday life. We've come up with a plan through May 1 and will evaluate the situation as information becomes available. We will make decisions based on the best interests of our employees and customers.